

Flathead Emergency Communications Center
911 Administrative Board Meeting
August 12, 2015 11:00 am FECC-Emergency Operations Center
Minutes

Members present for the meeting: Susan Nicosia, Dave Leib, Bill Dial, Pam Holmquist, Ed Corrigan, and Mark Johnson (01:23).

Others present: Elizabeth Brooks, Amy Dexter, Tammy Skramosky, Tara Fugina, Jack Spillman, Mike Pence, Mary Granger, Lincoln Chute, Brian Chernish, Dave Dedman, Wade Rademacher, Tim Faulkner, Doug Russell, and Juanita Nelson

01:08 Susan Nicosia called the meeting to order at 1:17 am, and a quorum is present.

01:17 **Approval of Minutes:** Ed motioned to approve the July 8, 2015 minutes, Pam seconded, motion carried unanimously.

01:27 **Public Comment:** None

01:46 **Budget:**

01:45 **Current Review of Expenditures Funds 2850 & 4025:** Operating Statements for Funds 2850 and 4025, along with a projected Cash Balance, Overall Expenditure Report for Fund 2850 for FY2015, and Vendor Payment List. (See Attachment A.)

Amy reported that the 2015 Budget was underspent by 153,000, and received \$120,000 more than budgeted, with a projected 37% Cash Reserve, and with the FY2016 budget projected Cash Reserve of 34%. The suggestion was made to possibly do a transfer to Fund 4025 (Capital Improvement), discussion followed, and it was determined to reevaluate the transfer later in the fiscal year.

03:06 **Old Business**

Operations Board: Did not meet.

Advisory Committee: Did not meet.

03:32 **Funding Committee:** Mike Pence reported that they are continuing to work with Whitney and Chuck on the Commercial Assessments. The project is moving forward, and Tara will begin drafting the Resolution so that when the data is available we can move forward.

04:40 **Management Updates:**

04:41 **Dispatch:**

- Call Volumes

- July Call Numbers

- All Lines 2015 – 14,963
 - All Lines 2014 – 13,573
 - Increase ALL lines (including firework hotline) – 1,390
 - Over 700 of the increase phone calls was over the Thursday – Sunday period of the July 4th Weekend.
 - 911 only 2015 – 4,077
 - 911 only 2014 – 4054
 - Increase 911 only – 23

- The firework hotline worked great in preventing an overflow of phone calls to 911.
- Several major incidents handled well by Dispatch, and the Center has received numerous kudos from the responding agencies.
- BNSF Contracts are almost complete, and have been working with David Randall from the County Attorney's office for legal review.
- Hiring process started again, and will be doing an interview with one of the local news stations.
- 9-1-1 Foundation is hosting a fund raiser for Smart 9-1-1 on August 30th. Webinars have been scheduled for anyone that would like to attend them on Thursday, August 20th at 11:30, and Monday, August 24th at 12:30.

08:31 **IT/GIS:**

- Finished Hardware Upgrade, including Site Recovery
- July 18th trailer deployment for Fair Exercise, and will be deploying to the Fairground for the Fair.
- Met with New World to discuss 10.2 upgrade, and including in those discussions was implementation of NG911 without increasing costs.

09:27 **Document for Signature: New World Enterprise Upgrade:** Brian gave a brief overview of the project, explaining that the contract for version 10.2 version upgrade has already been scheduled and that the upgrade will be completed this fall. This contract will enable the Enterprise upgrade will be scheduled for Spring 2016.

Bill motioned to sign the New World Enterprise Upgrade Contract, Pam seconded, motion carried unanimously.

11:35 **Communications:**

- Reprogrammed Ferndale, Big Mt, WFFD, Bigfork and FC SAR.
- Added new light indicator posts to each console in Dispatch.
- Three days spent working on interference issues on 383 Fire.
- Repaired on bad channel on Big Mt trunking, bad PA on channel 2.
- Added AC to Aeneas site to combat high heat issues.
- Finished up frequency change on Meadow Peak, now fully operational.
- Replaced bad antenna on Marion site.
- Added 463 back up and SAR repeaters on Desert, Marion, and Blacktail.
- Restored Swan 383 link after deconstruction by Lake County. Lake County went with a fixed phone line and inadvertently disconnected our UHF.
- Replaced bad coax and antenna on Desert for 463.
- Seeking additional solutions to digital coverage issue at airport and Blue Moon area.
- Searching for additional FCC frequencies for Aeneas, Columbia Falls, and Blacktail to combat rise in busy rejections.
- Planning issues on new Vote/Scan project under study. Evaluating three different plans comparing technology and expenses.
- Several FCC renewals and construction notice filings.
- Finishing final report on BIDP grant.
- Conducted preliminary site maintenance on Big Mt, found 2 tuning issues and one bad exciter. Also need to replace coax and antenna for B side on analog combiner.

Union Negotiations: Doug Russell reported that Negotiations are ongoing and making progress.

13:56 **New Business:**

14:17 **Overtime Costs for July 4th Weekend:** Liz briefed the Board on a request to pull expenses based on the Emergency Declaration and Fireworks ban. Discussion followed regarding on whether or not each of the agencies would cost share the expenses due to the increase in calls. Consensus of the Board is that the Center pays the bill and there will be no additional charges to the participating entities.

18:45 **Facilities/Kitchen Appliance Maintenance:** Liz briefed the Board stating that there were existing items that were purchased and installed as part of the construction of the building, and that the County has a conservative policy on replacing items that may be considered as being provided for personal use. Upon advice from Finance we are seeking permission from the Board to maintain and replace Center provided equipment and appliances.

20:39 Mark motioned that the Flathead Emergency Communications Center will be responsible for the maintenance and replacement of all Center provided kitchen equipment and appliances, with the understanding that there will be a cost share for those appliances that are part of the shared area with OES, Bill seconded, discussion followed, motion carried unanimously.

21:30 **Concerns and Issues:** None

21:39 **Adjournment:** Mark motioned to adjourn at 1:38 pm

Next Meeting Date: Wednesday October 14, 2015 @ 1:15 pm